

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.
<b>Court</b>		
<b>County</b> <b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

_____	_____	_____	_____	_____
Date	State Archivist	Signature of Court Official	Title	Date
DGS 550-9 (rev. 8/04)	Instructions for Preparation and Submission on next page			